



# EMPLOYMENT OPPORTUNITY

1. RPA #	<b>7004-DSA</b>
ANALYST'S INITIALS	<b>pmc</b>
DATE	<b>09/06/06</b>

**YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.**

<b>CLASS TITLE</b> Program Technician II	<b>POSITION NUMBER</b> 720-150-9928-901	<b>TENURE</b> PERMANENT	<b>TIME BASE</b> Full Time	<b>CBID</b> R04
<b>OFFICE OF</b> Division of the State Architect	<b>LOCATION OF POSITION (CITY or COUNTY)</b> OAKLAND			<b>MONTHLY SALARY</b>  <b>\$2465 TO \$2998</b>
<b>SEND APPLICATION TO:</b>  Division of the State Architect 1515 Clay Street, Suite 1201 Oakland, Ca 94612  Attn: Tanya Valdes	<b>REPORTING LOCATION OF POSITION</b> 1515 Clay Street, Suite 1201			
	<b>SHIFT AND WORKING HOURS</b> DAYS - 8:00am to 5:00pm (flexible)			
	<b>WORKING DAYS, SCHEDULED DAYS OFF</b> MONDAY through FRIDAY, DAYS OFF: SAT/SUN			
<b>PUBLIC PHONE NUMBER</b> (510) 622-3103		<b>PUBLIC PHONE NUMBER</b> (510) 622-3101	<b>POST &amp; BID FILE BY:</b>	
<b>SUPERVISED BY AND CLASS TITLE</b> Rowena Pimwong, Supervising Program Technician II			<b>FILE BY</b> 9/27/06	

## SELECTION CRITERIA - -

- SROA/Surplus employees are encouraged to apply.
- Transfers, reinstatements, or recruitment from the employment list may be considered. Consideration may be given to applicants on another Department's employment list, provided the criteria are met to transfer the eligibility from the employment list to DGS' employment list
- Applications will be evaluated based on eligibility and desirable qualifications and interviews may be scheduled.

## DUTIES

The Regional Office of the Division of the State Architect reviews plans for the construction of various state-funded projects. Under the general supervision of the Supervising Program Technician II of the Business Section, the incumbent is responsible for receiving, preparing and sending out drawings for construction of various projects. The incumbent is also responsible for requesting, retrieving and returning projects to and from archives for review.

## ESSENTIAL FUNCTIONS

### Project Submittals

In order to process incoming project submittals using the ETRACKER database, standard office procedures and the regulations governing the DSA program in Title 24, California Code of Regulations:

- Receives project documents for public school, essential services and state funded projects such as drawings, specifications, calculations, geological/soil reports, addenda, change orders, and deferred approvals upon delivery to the DSA office.
- Reviews received documents in order to determine if they apply to an existing project submittal or are a new submittal.
- Creates a project file for new submittals, verifies the accuracy of the project application and researches the project file number in the ETRACKER database and manual files for existing projects.
- Identifies the type and/or increment of the project and the accuracy and appropriateness of the documents and drawings received.
- Prepares supporting documents and obtains authorization from Intake Architect and/or Cashier in order for client to receive approval of application from DSA.
- Applies date and identification stamps to appropriate documents. Records receipt of documents into ETRACKER database. Attaches identification tags to appropriate documents. Distributes documents to designated staff using mail delivery cart or places in staff mailbox as size allows.

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<p>In order to maintain an electronic record of project documents using an electronic database and the ETRACKER system:</p> <ul style="list-style-type: none"> <li>• Maintains a log of outgoing plans following supervisor and manager requests. Prepares documents for shipment using UPS on-line services.</li> <li>• Coordinates transmittal of original tracings to blueprint company for printing.</li> <li>• Acknowledges receipt of file set of approved documents and records status in ETRACKER.</li> <li>• Maintains record keeping system and controls both active and closed plan files.</li> <li>• Inventories, boxes and coordinates shipments of closed plans and folders to SRC via UPS delivery.</li> </ul> <p>Receives and processes requests to retrieve project documents from State Records Center (SRC) following SRC guidelines in order to allow DSA staff and clients to review past project documents. Prepares invoice in order to obtain archive retrieval fees following DSA guidelines using ETRACKER system. Notifies client via fax message when documents are received and arranges an appointment by telephone for client to review the documents. Returns documents promptly to SRC via UPS delivery following SRC guidelines in order to maximize limited storage space available in the office.</p> <p>Responds to non-technical inquiries from other state agencies and the public using electronic mail, fax and telephone; and refers technical inquiries to appropriate staff in order to provide customer service using knowledge of the DSA program.</p> <p><b>MARGINAL FUNCTIONS</b></p> <p>Assists in the coverage of the Front Reception area of the office by answering the telephone, taking messages, greeting and directing visitors, referring inquiries to the appropriate staff in order to provide constant coverage at the public counter according to office policy.</p> <p><b>KNOWLEDGE AND ABILITIES</b></p> <p><b>Knowledge of:</b> Modern office methods, equipment, and procedures; and appropriate laws, rules, regulations, and policies of the State of California governing the DSA program.</p> <p><b>Ability to:</b> Perform clerical and technical work; follow directions; evaluate situations accurately, and take effective action; learn and apply laws, rules, regulations, procedures, and policies; make arithmetic calculations with speed and accuracy; read and write English at a level required for successful job performance; meet and deal tactfully with the public, co-workers and/or clients, either face-to-face or by telephone.</p> <p><b>DESIRABLE QUALIFICATIONS</b></p> <p><b>SPECIAL PERSONAL CHARACTERISTICS</b></p> <ul style="list-style-type: none"> <li>• Dependable and good attendance record.</li> </ul> <p><b>ADDITIONAL QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• Intermediate personal computer skills including electronic mail, word processing, spreadsheet and routine database activity. Ability to communicate effectively with clients and employees at all levels both verbally and in writing.</li> </ul> <p><b>INTERPERSONAL SKILLS</b></p> <ul style="list-style-type: none"> <li>• Ability to work independently as a team member.</li> </ul> <p><b>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</b></p> <ul style="list-style-type: none"> <li>• Dress appropriate for professional office environment.</li> <li>• Ability to read and interpret documents such as state regulations, statutes and procedure manuals.</li> <li>• Ability to effectively communicate information both verbally and in writing.</li> <li>• Ability to add, subtracts, multiply and divides in all units of measure, using whole numbers, common fractions, and decimals.</li> <li>• Ability to compute rate, ratio and percent.</li> <li>• Ability to interpret a variety of instructions furnished in written or oral form.</li> <li>• Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.</li> <li>• Ability to lift and move objects up to 65 lbs., such as project drawings and files.</li> </ul>			